WFDSS Decision Documentation Cheat Sheet: Intermountain Region

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General Information

WFDSS Overview

The Wildland Fire Decision Support System (WFDSS) is intended to assist fire managers and analysts in determining the response for fire incidents. This document focuses on the Decision Support documentation features rather than the tools provided by WFDSS.

All the information in this document (other than R4 Expectations) is located within the WFDSS help screens or on the WFDSS training page.

The WFDSS website is located @ wfdss.usgs.gov. Both a Production and Training system can be accessed from this page, as well as detailed information on WFDSS, training sessions, etc. The Production System should be used for all fires occurring in real-time. The Training system should be used for practice entering scenario fires, historic fires, and working on drafts of FMUs and other data management needs. Username and password are required on the production and training websites and (if you don't already have an account) will need to be requested on each separately.

R4 Expectations

The Intermountain Region (R4) will document all wildfire management decisions (where the FS is the lead agency) in WFDSS after July 1, 2009. Specifically, decisions are required when:

1. Any part of a fire is managed to achieve resource benefit.
2. Pre-planned actions are not sufficient to manage the fire (i.e., the fire exceeds initial attack response).

All fires after September 1, 2009 must be entered into WFDSS, even if no decision is required.

Forest WFDSS Leads and/or FMOs will be responsible for contacting the Regional Lead with any questions/issues, to discuss priorities, and to request products. The Regional Lead will work with Forest Leads or FMOs to upgrade any user privileges to Data Manager or Fire Behavior Specialist.

A Regional WFDSS lead will be available throughout fire season. Forest WFDSS Leads/ FMOs will be notified of the rotation and contact information. By default, Amanda McAdams (801-648-6499) will be the Lead Sunday-Friday and an alternate (TBD) will be assigned on Saturdays.

When the Regional and/or National Preparedness Levels are 4 or 5, Regional Forester approval is required for wildfires with stated objectives that focus on providing resource benefits. The approval must be requested within 8 hours from the initial decision to manage for resource benefit. This approval will be made via a hard-copy approval process (similar to 2008 and before) and should be documented in WFDSS.

Three Response Levels (RL) have been identified to describe the level of analysis needed for a fire:

- RL1 is for fires that are managed with preplanned actions and for which no decision is required. Fires that are managed for resource benefit always require a decision and cannot be categorized as RL1.
- RL2 is for fires that exceed preplanned response and where a decision is required (to manage for resource benefit or not). These fires typically require documentation of objectives and requirements but may not require usage of the full range of WFDSS tools. These fires generally pose low to moderate risk.
- RL3 is for fires that require more intensive documentation of decisions, likely will include analysis of the fire with some of the tools provided in WFDSS, and generally that pose control problems over an extended period. These fires are generally higher risk and/or are long duration.

Directions for Ordering WFDSS Products:

1. FSPro analysis may be requested by the Owner(s) of the incident. Forests may utilize any local fire behavior specialist to complete these runs. If a local specialist is not available, the Regional WFDSS Lead will prioritize regional requests and assist with getting an analyst assigned.

2. SCI (Stratified Cost Index) may be requested and completed by the Owner(s) of the incident. The model is based on historic large fires that had a suppression response. Data entered into the model must be based on conditions at the time of ignition; it is not appropriate and the model is not valid if these conditions are changed as weather patters/ fuel conditions change (this is already factored in based on historical data).
3. RAVAR (Rapid Assessment of Values at Risk) must be requested and prioritized through the Regional WFDSS Lead.
4. Short-term and basic fire behavior models can be processed by incident editors. These can be useful tools and are encouraged for developing strategies and tactics.

Hard copies of decisions are not required, as the decision of record is made in the WFDSS program. If you wish to print a hard copy, create the report, copy and paste into a word document. It is recommended that a hard copy of decisions be printed and stored with the documentation package.

Finally, if you encounter any problems, the Forest FMO or WFDSS Lead should contact the Regional Lead. We will work together to resolve problems and make decisions in a timely manner.

Before an Incident Begins

User Accounts and Privileges

Before you can use the WFDSS application to track incidents, you must have an account.

Note: If you want access to both the training and production systems, you must request accounts on both the Production and Training systems as the password authentication and databases are separate. The Production system is found at https://wfdss.usgs.gov/wfdss_proto/faces/jsp/login/WFDSSLogin.jsp and the Training system is found at https://wfdss.usgs.gov/training/faces/jsp/login/WFDSSLogin.jsp.

Request an account:

Note: Fields marked with an asterisk (*) are required.

1. Go to the appropriate URL for the system that you want to set up an account.
2. Click **Request Account**. The Request an Account page opens.
3. Enter a User Name (at least six characters and preferably your first and last name with no spaces).
4. Enter your First and Last Name.
5. Enter your Telephone Number and primary Email Address.
6. If you have a cell phone number and secondary email address, enter that information.
7. Select your Geographic Area, Agency, and Unit.
8. Click **Submit**.

Once your request is approved, you will receive an email confirming your user name and password. **NOTE:** Some systems are filtering the email with your provided password. Therefore, if you don't receive an email with your password within a couple of hours of submitting your request, please contact the WFDSS help desk (fire_help@fs.fed.us or @ 1-800-253-5559).

User Privileges

User privileges may be requested based on anticipated needs for the system, are requested by the User through the "Home" Tab, and are granted by the Geographic Editor. A short description of each follows:

- Viewer: can view all decisions that have been made. May be granted Editor, Reviewer, or Approver privileges on an individual fire. May be part of an Ownership group on a specific fire, but cannot be the sole Owner.
- Dispatcher: enters fire related documentation into the "Information" tab. If the dispatcher does not also have "Author" privileges, no ownership of the fire will be assigned.
- Author: required to be the Owner of a specific fire. Can create an incident, take ownership (if created by a Dispatcher), and transfer ownership (to an individual or group).
- Data Manager: has privileges to create and modify ("activate" and "deactivate") FMUs with associated Strategic Objectives and/or Management Requirements.
- Fire Behavior Specialist: this role is for individuals trained in fire behavior modeling (e.g., FSPro). This user role must be approved by the Forest FMO (to the Regional Lead) for upgrading privileges.
- Geographic Editor, Administrator, Super Analyst, etc: must be assigned at the National level and cannot be granted to Forest Users.

Things to do after a Fire Starts

Create the Incident

To create an incident using the data entry fields:

1. From the WFDSS Home page, select the **Incident** tab. The Incident List appears.
2. Click **Create New Incident.** The Create New Incident page appears.
3. In the Incident Name field, type the name of the incident.
4. Enter the Latitude and Longitude for the incident.
5. Choose the Affected Jurisdictions.
6. Enter any additional information that you have about the fire, such as Fire Number, Size, and so on.
7. Click **Create**. The incident is saved to the database and added to the Incident List, and the Edit Incident Information appears.

To create an incident using the map view:

1. From the WFDSS Home page, select **Intelligence > Intelligence Map**. The map of your designated geographic area appears.

> Note: It might require several seconds for the maps to load the first time you go to the Map view. Refreshing and zooming can also take a few seconds, depending on how many layers you have turned on and what resolution you are working with.

2. Click the Fire icon. The cursor changes to an arrow.
3. Place the arrow on the location of the fire, then click.

A small yellow circle appears on the map in the location of the fire, and the latitude and longitude are automatically entered in the appropriate fields in the Create Incident pane.

4. Click the Incident Name field and type the name of the incident.
5. Click **Next**. The Create New Incident page appears, with the Name, Latitude, Longitude, and Incident Start Date pre-filled for you.
6. Choose the Affected Jurisdictions.
7. Enter any additional information that you have about the fire, such as Fire Number, Size, and so on.
8. Click **Create**. The incident is saved to the database and added to the Incident List, and the Edit Incident Information appears.

Note: For people who want to create the incident from the situation tab and have already clicked the little fire icon, they can either create the fire on the map (as in your directions) or can enter the lat/long in decimal degrees (only format option) directly into the incident details pane left of the map.

Assign/Accept Incident Ownership and Privileges

Incident Privileges are those that are assigned for the specific fire. Incident privileges are assigned by the Incident Owner (Author). Any user in the WFDSS can have one or more of these incident-specific roles, even if they typically have only Viewer or Dispatcher access. One person CANNOT be both a Reviewer and Approver—just one or the other.

**Ownership of an Incident is required to Create a Decision.

To accept ownership of an incident (if the incident was created by a Dispatcher):

1. From the Incident List, select the unassigned incident you want to accept owership to.
2. Click **Accept**. WFDSS updates the Owner Name with your name and gives the message, "Incident updated successfully".

To transfer ownership (to one person):

1. From the Incident List, select the incident you want to transfer ownership to.
2. Click **View Information**. The Edit Incident Information page appears.
3. Click **Transfer Ownership**. The Transfer Ownership page appears.
4. From the User List, select the person you want to transfer ownership to.
5. Click **Transfer Ownership**. The Edit Incident Information page reappears with the name of the new incident owner displayed.

The incident owner is responsible for ensuring that decisions related to the incident get documented, reviewed, and approved.

To transfer ownership (to a group):

1. Create a User group (if you haven't already):
   a. Navigate to MY HOME. Next choose ADDRESS BOOK from the left hand menu.
   b. In the upper left, use the drop down arrow to choose My Address Book. This will allow users to view groups they have created.
   c. Find the Users you want in your group and check the box next to the members name.
   d. After you have selected all your group members, fill in a Group Name and click CREATE GROUP.
   e. You will see in green letters at the top of the screen that your group was created successfully.
2. From the Incident List, select the incident you want to transfer ownership to.
3. Click **View Information**. The Edit Incident Information page appears.
4. Click **Transfer Ownership**. The Transfer Ownership page appears.
5. From the User List, select the **Group** you want to transfer ownership to.
6. Click **Transfer Ownership**. The Edit Incident Information page reappears with the name of the new incident owner displayed.

The incident owners are responsible for ensuring that decisions related to the incident get documented, reviewed, and approved.

To assign Editor, Reviewer, and/or Approver privileges on an incident (you must be an owner to do this):

1. From the Incident List, select the incident you want to assign a decision team to.
2. Click **View Information**. The Edit Incident Information page appears.
3. Choose **Information > Incident Privileges**.

4. From the User List, mark the Editor/Reviewer/Approver checkbox(es) for the people you want to have access for this incident.

- Editors can make changes to any of the incident information, including the decision reports. However, only the incident owner can request a decision review.
- Reviewers should be people with specialized knowledge about the incident or those with line management responsibilities. Reviewers might change as an incident grows or changes, and as different decisions are needed. NOTE: Reviewer is not a required role, and while WFDSS provides documentation of review it does not require that review prior to a decision. An example of where this may be used is an RO Reviewer for resource benefit fires in PL4 & 5 where the RF must approve the local line officers decision to move forward (but is not the decision maker himself/herself).
- Approvers should be people with line management or financial responsibilities for the incident. If a fire becomes a large fire or requires extended attack capabilities, the approval authority might need to change accordingly. Review your agency guidelines for signing off on fire management decisions.

Note: It's a good idea to include Incident Approvers as Incident Editors so that they can update the Periodic Assessment information.

5. Click **Save** before leaving each page.

6. When you are finished, click **Return**.

Complete the Required Components of a Decision

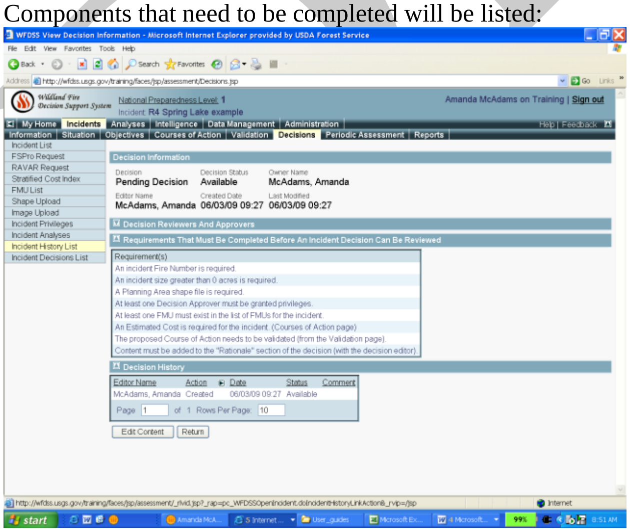
Once an incident is created (which requires a fire name, lat/long, and start date/time), additional requirements will need to be added in order to submit a decision for approval.

Decision Requirement(s)
An incident Fire Number is required.
An incident size greater than 0 acres is required.
A Planning Area shape file is required.
At least one Decision Approver must be granted privileges.
At least one FMU must exist in the list of FMUs for the incident.
An Estimated Cost is required for the incident. (Courses of Action page)
The proposed Course of Action needs to be validated (from the Validation page).
Content must be added to the "Rationale" section of the decision (with the decision editor).

WFDSS provides a mechanism that is helpful to determine the components of the decision that are missing (and therefore, you cannot move forward without to make a decision). The following instructions will guide you through the steps.

Determining required components

1. From the Incident List, select the incident you need to make a decision on. Make sure you are an owner.
2. Click the **Decision** tab. If a decision is already pending, skip to #3 below. If no decision is pending, click on the "Create" button.
3. Select the radio button for the pending decision. Select View Information.
4. Choose "Requirements That Must Be Completed Before An Incident Decision Can Be Review" screen.
5. Components that need to be completed will be listed:



6. When you are finished, click **Return**.

Incident Number

Incident Number must be entered on the Incident Information screen prior to approving a decision. It may be entered at the time of the ignition by the Dispatcher/Author or at a later time. Format for the incident number is YYYY-UNTID-###### (e.g., 2008-UTNWS-000501 for the Spring Lake Fire from 2008).

Incident Size

Size must be entered (not 0.0 acres). It may be entered at the time of the ignition by the Dispatcher/Author or at a later time.   It should be updated/changed as the fire size changes.

Planning Area

Planning areas help you to establish a boundary for the area of interest around an incident AND define the area where the decision is valid. The planning area is similar to the old MMA or WFSA boundary. It ***CAN*** be changed throughout the life of the incident, although it is expected it would represent the area where there is a reasonable chance of the fire burning. The planning area is part of the decision and changes will require a new decision. Any part of the planning area that overlaps pre-loaded FMUs (with spatial data layers in WFDSS) will be automatically included in the decision document.

NOTE: The area defined by the planning area determines who the approvers for the decision will be. The planning area is the decision area, so if it covers multiple jurisdictions, then multiple jurisdictions must either approve the decision or provide written delegation to another agency to approve the decision.

At this time, planning areas cannot be uploaded from GIS (although they can be downloaded, see step 8).

To create a planning area:

1. Click on the Situation tab.
2. Zoom to an appropriate scale to map the planning area.
3. Click on Incidents> Planning Area on the left side of the screen.
4. Click the Green + symbol to create a new planning area. 
5. Click on the “draw a polygon” Icon in the menu on the map. 
6. Draw the planning area.
7. Click Save under Incidents> Planning Area> Current.
8. To download this area as a shapefile click on the black down arrow and choose the download button.

Decision Approver

A Decision approver must be identified under Incident Privileges. Decision Approvers must be the appropriately certified line officers (e.g., Rangers for <$2M, Forest Supervisors for <$10M, and RF for <$50M). Decision Approvers may have any User privileges. It is recommended that their Incident privileges also include Editor to allow them to type in the Rationale (below) and/or make changes to the decision.

If multiple Approvers are assigned, ALL must approve the decision before it is final.

See the Incident Privileges section above on how to assign these privileges.

Assigning an FMU

Any FMU that intersects the planning area will automatically be assigned to the fire (this requires that FMU shapefiles have been previously uploaded into WFDSS). The pre-loaded Strategic Objectives and Management Requirements for these FMUS will be part of the decision and may not be deleted or amended. USEFUL TIP: If a Strategic Objective or Management Requirement is not pertinent to a specific fire location within the FMU, you should document that elsewhere in WFDSS (see adding Decision Content section).

Additional Strategic Objectives and Management Requirements may be added from other FMUs, as appropriate to the fire. This may be done by clicking on the FMU and choosing "Add FMU to Incident FMUs".

You must select at least one FMU to make a decision. If none have been pre-loaded prior to an incident that requires a decision, a Data Manager may create the FMU (without a shapefile) and that FMU loaded at the time of the incident. Also, you may use an FMU from an adjacent unit that has Strategic Objectives and Management Requirements that are representative. NOTE: If you create an FMU at the time of the fire, only a name is required—no Strategic Objectives and Management Requirements need to be loaded to proceed to the decision.

R4 Expectations: For 2009, we may need to tweak FMUs and how they are input. We do, nonetheless, expect objectives in the WFDSS decision to be consistent with the LRMP and FMP.

Estimated Cost

Estimated Cost is located under the Courses of Action Tab in WFDSS. At this time, this input must be documented in WFDSS simply as an estimated cost. It is expected that a documentation feature will be activated at some point during the fire season that requires input of the source of this estimate.

R4 Expectation: We expect each forest to document the method of determining cost as Strategic Direction (under the Course of Action Tab). This cost needs to be based on historical cost/acre, cost of suppression resources, SCI, or a combination of any/all of these. If a forest would like to use an alternate process, it will be accepted after review of the documentation by the RO. The Payette WFDSS site provides a reasonable set of information that may be used to estimate cost:
http://fsweb.payette.r4.fs.fed.us/staffs/fire/paf_web/WFDSS/2009_WFDSS/2009_wfdss.shtml
See example below.

Activated	Deactivated	Included	Description
05/27/2009		Yes	Cost is based on: ICT4 and FEMO for 5 days ($500/day each) = $1,000 IMT3 Team organization for 14 days (OH only, $5000/day): $7,0000 IHC crew for 10 days ($7500/day) = $75,000 Type 2 crew for 14 days ($6000/day) = $84,000 2 Engine Modules for 14 days ($2000/day) = $28,000 Helicopter time (type 3) and module for recon/bucket work ~ $20,000 Helicopter time (type 1) and module for bucket work ~ $30,000 Dozer with transport ~$8000 Squad 14 days ~$15,000 Support costs (50 peoplex10 days @ $150/day) = $75,000

Activated	Deactivated	Included	Description
			Misc overhead $10,000

Validation (of the Course of Action)
The Course of Action must be validated prior to finalizing a decision. This may be done by any editor. NOTE: The validation tab is not active once the decision has been made (until a new decision is created).

It is expected that the features of this tab may change of the course of the 2009 season.

To Validate the Course of Action, click on the Validation Tab. Type in a comment documenting the validation (this will be viewable from the Validation Tab throughout the course of the Incident).

- If the Incident and Strategic Objectives are being Satisfied, Click yes.
- If not, Click no, change the course of Action, then Validate.

Rationale
Rationale for the decision must be documented (see section below on Decision content). Any Incident Editor may modify the Decision content, including Decision Rationale, but it is recommended that this section be completed by the Decision Approver.

This Rationale should include why these actions were chosen. Detail is expected to vary with the complexity of the Incident.

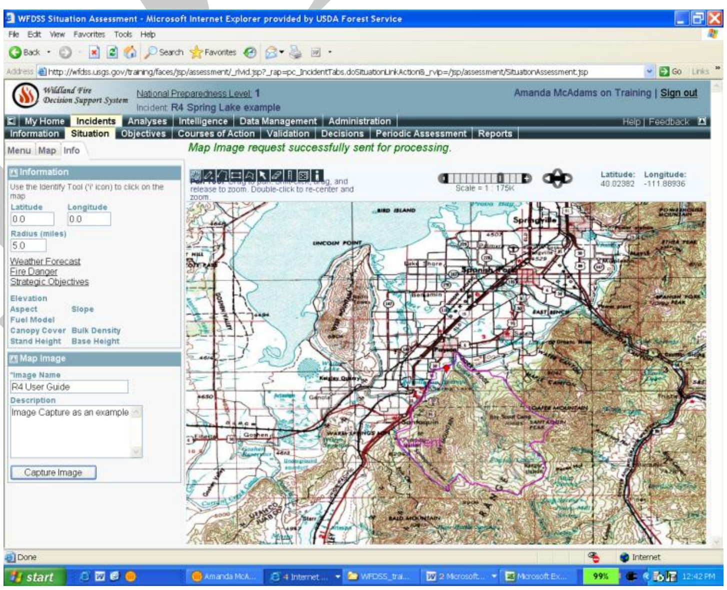
Add Additional Content (Including Analysis tools, Long-term Weather, Fire Behavior, etc.) to the Decision (Optional)

After a Decision is created but not yet published, users can EDIT the content of the decision. **NOTE:** you MUST edit the content of the Rationale in order to make the decision.

Users may to edit different portions of the decision at the same time. For example, a user could be editing the Course of Action while another user is editing the Assessment portion of the decision document. The decision will be LOCKED during editing.

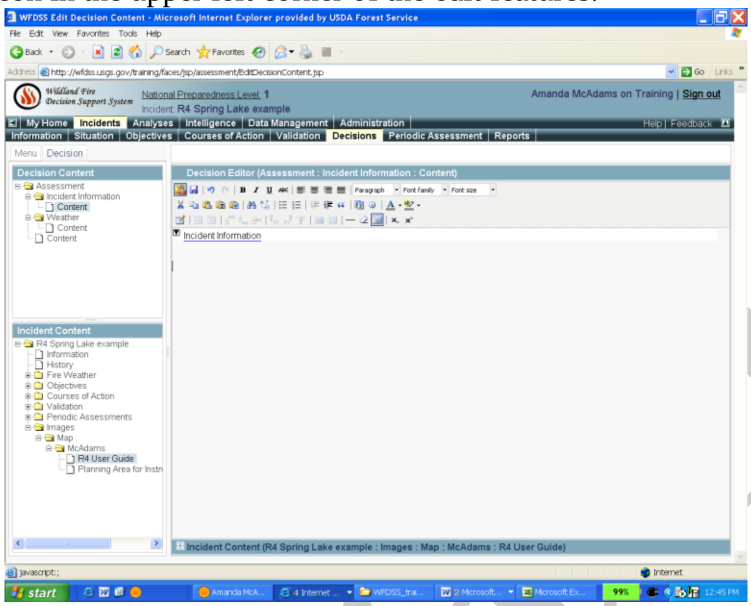
1. Choose the Decision tab.
2. Using the black down arrow for the decision you are editing, view all the components of the decision.
3. Select the radio button for the section you wish to edit (again, this allows multiple users to edit different sections simultaneously).
4. Use the Editor tool to enter the DECISION CONTENT.
5. Make sure you save your work each time you paste content into the DECISION CONTENT.
6. Once you're done editing make sure to "CHECK-IN" the documents.

Inserting Images (e.g., planning area, FSPro, etc.) into the decision document.
1. Go to the Situation tab.
2. Select the layers you wish to appear on your Image.
3. Click the Info tab on the left side of the screen.
4. Type in an Image Name and Description.
5. Choose Capture image. There will be a message that the image has been sent for processing.



6. The image will now be available to add to the Decision content; use the instructions above to edit Content.

7. Insert the selected image(s) by clicking on Images>Map>Username>Image Name (see below).
8. Insert into the document by placing your cursor where you want it inserted, then click on the WFDSS Icon in the upper left corner of the edit features.



Make the Decision

NOTE: Only Certified Line Officers (FS) may make decisions in WFDSS, per their delegated authority. Line Officers may delegate to Acting to make periodic assessments, but that delegation must be via a delegation letter or in WFDSS. Sharing passwords is inappropriate, and any acting must have their own account to document approvals.

Only the Incident Owner(s) can Submit the Request for Review.

1. Go to the Decision tab. Make sure the decision is available (i.e., not locked or being edited). **Check-in** all content prior to requesting review.
2. Select the radio button for the entire decision.
3. Ensure Reviewer and Approver privileges are listed appropriately.
4. Click REQUEST REVIEW button to begin the process of review and approval.
5. If all of the Required content has been completed, click on the Submit request button.
6. Submission sent to the Reviewer (if assigned) and on to the Approver(s).
7. The Approver must now log-in. Go to the Decision tab and select the REVIEW button. Click either APPROVE DECISION or REJECT DECISION.
    1. If REJECTED you will be required to enter a COMMENT. The incident cannot be edited while in the Review Process. If an Approver requires edits prior to Approval, the decision must be rejected, changes made, then resubmitted.
    2. Under APPROVED DECISION you will NOT be able to comment.
8. If you are the APPROVER, you will need to fill out the Periodic Assessment.

Periodic Assessment – Once the Decision is Approved you will need to set the NUMBER OF DAY UNTIL THE NEXT ASSSESSMENT (up to 14 days).

Complete the Periodic Assessment

Periodic Assessment – Once the Decision is Approved you will need to set the NUMBER OF DAY UNTIL THE NEXT ASSSESSMENT (up to 14 days).

Only Approver(s) can make the Periodic Assessment. When there are multiple Approvers to a decision, you may want to delegate one of these Approver's to complete periodic assessments (i.e., be the Lead Agency Administrator).

Additional Information

Critical Things to Know (that are not necessarily obvious)

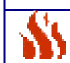
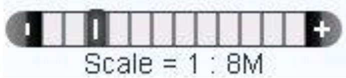
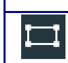
1. **Changing Approvers**: When multiple Approvers are required on a decision, or when changes in Approvers are made, it is recommended that it be documented in WFDSS (either under Decision Content, Strategic Direction (Course of Action tab), or even Incident Requirements). Delegated authority must be granted, in writing or in WFDSS, by the decision-maker to individuals making periodic assessments. Line Officer Certification is required for all initial decisions.
2. **Cost-share Agreements**: will be documented outside WFDSS. The R4 Recommendation is that the general terms of the agreement be documented under Strategic Direction or Incident Requirements.
3. **Regional Review**: if you would like to show Regional review of a fire for resource benefit in situations where the local Agency Administrator remains the decision-maker, you may enter the Regional WFDSS Lead as a reviewer to validate that RF approval of the "go" decision has been received.
4. **RF WFDSS Approval**: for fires that require RF approval of the decision document (e.g., estimated cost >$10M), the Forest Supervisor needs to be listed as a Reviewer and have reviewed the document prior to RF Approval in WFDSS.
5. **Geographic Area Editors**: are default owners for all fires. If ownership privileges are not shared and the owner is not available, contact the WFDSS lead to transfer ownership to an appropriate individual. GA Editors can also check-in portions of the decision being edited.
6. **Expectations for Incident Objectives and Requirements**: Incident objectives/requirements are specific to the incident. You enter these incident objectives after the incident is created and a planning area is established. Objectives should be broad in nature; requirements should be specific actions/mitigations (Objective Example: Keep fire away from power lines. Requirement Example: No retardant in Paint Rock Creek; protect Yellowstone trout).
7. **Fire perimeters**: can be uploaded to the WFDSS maps using the Shape Upload feature available on the left tab. The files must be zipped prior to uploading.
8. **Uploading other documents (images, documents, etc)**: You can upload other documents into WFDSS using the Image Upload feature available on the left tab. You can browse and add the file for inclusion in your document. This can be used for photos or other decision documents not included in WFDSS.
9. **Copying other documents (long-term weather, fire behavior, etc)**: You can copy other documents into the decision content (see Decision Content section above). Information that formerly went into a WFSA or WFIP on expected conditions, fire behavior, etc can be added under the Assessment>Content tab. It can be pasted directly into WFDSS. If copying any information from a Word document, use the copy from word button to limit hidden characters in WFDSS (see the help screen in WFDSS for more information).
10. **Management Action Points (MAPs)**: will be available in the next release, probably early-July. For now, enter the information under the Courses of Action>Strategic direction Tab.

Printing Decisions and Reports

This feature is still in development in WFDSS. By the end of the fire season (and hopefully sooner rather than later), there will be a function to print the entire decisions as a PDF file and/or HTML.

For now, the only way to print and save the document outside of WFDSS is to copy the Decision Content, one page at a time, into Word. My experience is that copying one page at a time does hold formatting when copying in, but I have had exceptions when copying large quantities of data. This can be frustrating and does take some time, but may be necessary to share hard copies with certain cooperators, partners, and line personnel (who don't have computers).

WFDSS Reference Symbols

WFDSS Icon/Symbol	Name	Explanation
	Collapse Arrow	Appears in many of the blue heading bars in the application. Clicking the arrow changes it to a down arrow and hides the content below the heading.
	Expand Arrow	Appears in many of the blue heading bars in the application. Clicking the arrow changes it to an up arrow and shows the content below the heading.
	RAVAR Cost Symbol	Appears in the Analysis List when RAVAR analysis has been completed and associated with a particular FSPro analysis.
	Fire of National Significance	Appears in the Incident list next to fires that are designated as nationally significant.
	Map Scale	Appears on the Map View. Clicking the sections of the scale zooms the map view in and out. The legend below the scale indicates the scale the current view is set to.
	Directional Arrows	Appears on the Map View. Clicking the arrows moves the map according to the arrow clicked.
	Hand Icon	Appears on the Map View. Clicking the icon and then placing your cursor on the map, then clicking and holding the mouse button as you drag moves the map accordingly. (Same effect as clicking the directional arrows.)
	Add Point Icon	Appears on the Map View. Clicking the icon and then clicking on the map inserts a yellow dot on the map.
	Draw Line Icon	Appears on the Map View. Click the icon, then shift-click on the map where you want to start the line. Drag the cursor to where you want the next point and click once to continue drawing. Double-click to set the end point. The rectangle appears yellow when selected and red when not selected.
	Draw Rectangle Icon	Appears on the Map View. Click the icon, place the cursor on the map where you want to start the rectangle. Shift-click and hold the mouse button as you drag the cursor diagonally to where you want the end point. Unclick the mouse button to set the end point. The rectangle appears as a shaded yellow box when selected and as a red rectangle when not selected.
	Draw Polygon Icon	Appears on the Map View. Click the icon, place the cursor on the map where you want to start the polygon. Click the icon, then shift-click on the map where you want to start the polygon. Drag the cursor to where you want each point for the edge of the polygon, clicking once to set the interim points. Double-click to set the end point. The polygon appears as a shaded yellow shape when selected and as a red rectangle when not selected.

	Arrow Icon	Appears on the Map View. Clicking the icon changes your cursor to an arrow. Click the shape or point on the map that you want to select. Clicking again deselects the shape.
	Eraser Icon	Appears on the Map View. Clicking the icon removes all of the selected shapes from the map. *There is no undo, so be sure that you have selected only those shapes you want to remove before clicking the icon.*
	Ruler Icon	Appears on the Map View. Clicking the icon changes your cursor to an arrow with a dot on the end. Click the map where you want to start measuring and drag your cursor to the end point. Double-clicking sets the end point. The measured distance appears in the left pane.
	Landscape Extent Icon	Appears on the Map View. Click the icon, place the cursor on the map where you want to start the landscape extent. Shift-click and hold the mouse button as you drag the cursor diagonally to where you want the end point. Unclick the mouse button to set the end point. The boundary of the extent appears as a green line.
	Fire Icon	Appears on the Map View. Clicking the icon changes your cursor to an arrow with a dot on the end. Click the map where the incident is located. The latitude and longitude appear in the left pane. If the incident is large, you can click and hold the mouse button while dragging the cursor across the map to create an incident shape. Double-clicking sets the end point and releases the cursor.
	Information Icon	Appears on the Map View. Clicking the icon changes your cursor to an arrow. Clicking the map view displays a yellow dot on the map, and the latitude/longitude for the dot appears in the left pane.
	New Incident Marker	Appears on the Map View. When you click the Fire Icon and then click the map, this yellow dot indicates where the incident is located. The latitude/longitude appear in the left pane of the map page. After an incident is created and saved, the marker changes to a red diamond.
	Existing Incident Marker	Appears on the Map View. Placing your cursor over the marker displays details about the incident. All incidents logged for a geographic area appear on your map view unless you filter them out. (see Setting Incident Preferences)

WFDSS Leads and Contact Information

Forest Name	Role	Name	Work Phone	Cell phone
Ashley	WFDSS Lead/ Data Manager/ KDL Manager	Fred Kaminski	(435) 781-5155	(435) 790-7099
Boise	WFDSS Lead/ KDL Manager	Beth Lund	(208) 384-3385	(208) 861-2369
Boise	Backup (WFDSS Lead)	Guy Pence	(208) 373-4176	(208) 861-3471
Boise	Data Manager	Tami Parkinson	(208) 373-4179	(208) 866-7293
Boise	Backup (Data Manager)	Stephaney Church	(208) 259-3361	(208) 859-8174
B-T	WFDSS Lead/ KDL Manager	Andy Norman	(307) 739-5571	(307) 413-2033
B-T	Data Manager	Martha Williamson	(307) 739-5024	(307) 413-0537
C-T	WFDSS Lead/ Data Manager/ KDL Manager	Gina Martin	(208) 524-7525	(208) 313-7843
C-T	Backup	Chris Ourada	(208) 524-7625	(208) 313-7960
C-T	Backup	Kraig Carroll	(208) 557-5830	(208) 313-7816
Dixie	Backup	Kevin Greenhalgh	(435) 865-3771	(435) 691-3771
Dixie/ Fishlake	WFDSS Lead/ Data Manager/ KDL Manager	Scott Tobler	(435) 865-3775	(435) 691-3927
Dixie/ Fishlake	WFDSS Lead	Linda Chappell	(435) 896-1595	(435) 979-8356
Fishlake	WFDSS Lead/ KDL Manager	Gayle Sorenson	(435) 896-2328	(435) 979-6431
Fishlake	WFDSS Lead	Noni Dalton	(435) 896-1606	
H-T	WFDSS Lead/ Data Manager/ KDL Manager	Mike Crawley	(775) 352-1227	(775) 857-8358
Manti-LaSal	Data Manager	Colt Mortenson	(435) 636-3502	(435) 650-4795
Manti-LaSal	WFDSS Lead/ KDL Manager	Fred Kaminski	(435) 781-5155	(435) 790-7099
Payette	WFDSS Lead/ Data Manager/ KDL Manager	Gary Murphy	(208) 634-0395	
Payette	WFDSS Lead (FSPro)	Gary Phillips	(208) 634-0831	(208) 634-6785
Payette	Data Manager	Kathyrn Mount	(208) 634-0395	
S-C	WFDSS Lead/ Data Manager/ KDL Manager	Fritz Cluff	(208) 756-5198	(208) 303-8154
S-C	Backup	Ross Williams	(208) 756-5158	(208) 303-8129
Sawtooth	WFDSS Lead/ Data Manager/ KDL Manager	Dave Bassler	(208) 737-3200	(208) 731-1371
U-W-C	Data Manager	Beth Corbin	(801) 625-5112 x110	(801) 554-1731
U-W-C	WFDSS Lead/ KDL Manager	Cheryl Andersen	(801) 342-5146	(801) 361-4534
EGBCC	WFDSS Lead/ Geographic Area Editor	Gina Dingman	(801) 531-5120	(775) 934-0728
RO	WFDSS Lead/ Geographic Area Editor/ KDL Manager	Amanda McAdams	(801) 625-5805	
RO	KDL Manager	Tina Ledger	(801) 625-5565	(801) 388-2236
RO	Backup	Sue Stewart	(801) 625-5513	(801) 721-5581
RO	Backup/ Geographic Area Editor	Julie Campbell	(801) 625-5718	(801) 389-3200
RO (assist)	Backup/ Geographic Area Editor	Andy Norman (B-T)	(307) 739-5571	(307) 413-2033